



**Amendment #1**  
**Consolidated Questions and Answers**  
**Office of Workforce Development (*AccelerateMS*)**  
**RFP 2021-02**

**Proposers shall acknowledge receipt of any amendment to the solicitation by signing and returning Attachment C. The acknowledgement must be received by the time and at the place specified for receipt of proposals.**

*AccelerateMS* appreciates the interest you have shown in the Request for Proposals for Internal Auditing Services (RFP 2021-02). In response to the questions received by interested vendors concerning RFP 2021-02, *AccelerateMS* submits the following consolidated questions and answers.

1. How many hours of internal audit services does Accelerate MS anticipate being required of the selected provider each contract year?
  - A. The primary focus will be on the review of WET Funds and setting up controls around the WET fund process.
2. Is electronic submission of proposal responses to [bids@mdes.ms.gov](mailto:bids@mdes.ms.gov) with the subject line of RFP No. 2021-02: Internal Auditing Services acceptable or are print documents also required?
  - A. Electronic submission is acceptable.

3. Can you provide an estimated amount budgeted specific to these services as well as an estimated overall operating budget for the office?
  - A. Not to exceed \$300,000 estimated budget. The office oversees the funding for MS Works of about \$15M, WET Funds \$20M, and administrative \$3M.
4. Can you provide further detail about your desired scope of internal auditing services?
  - A. The primary focus will be on the review of WET Funds and setting up controls around the WET fund process.
5. Are you seeking the assessment or testing of any performance metrics (internal and external)?
  - A. Yes, to ensure requirements of MS Works and WET Fund dollars are being met.
6. Can you provide further detail about the types of reports, final letters and documentation you are seeking to be certified by a CPA?
  - A. To provide assurance that policies and procedures around internal control of WET Funds, MS Work Funds, and administrative funds are being followed.
7. Are you seeking services regarding operational internal auditing (i.e. performance of objectives), financial internal auditing (i.e. financial statement internal controls) or both?
  - A. Yes, Both.
8. Will the scope of services include the creation of policies and procedures, and if so, will the policies and procedures cover financial accounting areas or will the policies and procedures include operational matters as well?
  - A. Yes, the scope of work will include the creation of financial and operational policies and procedures around WET funds, MS Works funds, and administrative funds.
9. Will the scope of services include the testing for operational efficiency of any financial and operational controls? If so, what level of assurance regarding the performance would you desire (i.e. continuous testing, quarterly testing, annual testing and review)?
  - A. Yes, once the policies and procedures are established annual testing to review these policies to ensure compliance.